



**NAVSUP HQ                      MECHANICSBURG PA**  
**HUMAN RESOURCE SERVICE CENTER - NORTHEAST**  
**\* V A C A N C Y   A N N O U N C E M E N T \***

<b>POSITION:</b> PROGRAM ANALYST, GS-0343-13	<b>ANNOUNCEMENT:</b> MEC-01-0216
<b>LOCATION:</b> NAVSUP HQ MECHANICSBURG PA 4C1	<b>OPENING DATE:</b> OCTOBER 24, 2001
<b>SALARY:</b> \$57,345.00 to \$74,553.00 pa	<b>CLOSING DATE:</b> NOVEMBER 7, 2001
<b>AREA OF CONSIDERATION:    NAVSUP CLAIMANCY WIDE</b>	
<b>WHO MAY APPLY:</b> Appointable candidates <u><i>within the area of consideration</i></u> who meet all requirements for this position as of the announcement's closing date. Appointable means career or career-conditional employees.	

**INQUIRIES:** Valerie Alston, HRSC-NE, DSN: 243-5130 or (215) 408-5130

**TYPE OF APPOINTMENT:** Permanent Full-time

**DUTIES OF THE POSITION:** The incumbent serves as the Project Officer for the Navy Automatic Identification Technology (AIT) Project Office. The project office is part of the Navy Strategic Sourcing Office and Special Programs Division (SUP4C1), Directorate for Logistics Information and Innovation (SUP 4C) under the Deputy Commander for Fleet Logistics Operations (SUP 04), Naval Supply Systems Command (NAVSUP).

NAVSUP serves as the executive agent for the Navy AIT Project Office. The Navy AIT Project Office works in coordination with the DoD Logistics AIT Office and other service and agency AIT offices, the DoD AIT Principals Group, Joint Staffs, the Chief of Naval Operations, all echelons of the Navy in support of DoD and National strategic visions and goals.

AIT and associated Automatic Data Collection (ADC) has broad application across DoD. Appropriate use of AIT will increase logistics preparedness, which, in turn, equates to operational readiness. Joint logistics requires standardized AIT. Standardized AIT will ensure that Navy's AIT systems will be compatible, interchangeable, maintainable and interoperable.

The Navy AIT Project Officer is responsible for Navy's AIT policy, requirements definition, technology deployment, education, training and fiscal stewardship. The incumbent serves as the Navy expert regarding the planning and execution of ILS and engineering evaluations for AIT/ADC devices being integrated into automated information systems (AIS). The Navy AIT Project Officer's major duties and responsibilities center around budget, planning, policy development, and reporting and evaluation.

**Budget.** Develops financial budgets, cost estimates, impact statements, business case analyses (BCAs), and project management documentation to support the efforts of the AIT Project Office. Defends funding requests and spending plans throughout budget cycle to SUP04, NAVSUP comptroller, and OPNAV resource sponsor.

**Planning.** Evaluates emerging and existing AIT/ADC technologies for use in Fleet logistics, maintenance and industrial activities as required by the Navy Logistics AIT Implementation Plan. Develops and implements long-range, intermediate and short-term supply and logistics plans for the introduction of these technologies. Participates in senior level management reviews at the OSD/OPNAV level (up to three star level or SES equivalent). Maintains and coordinates the Navy Logistics AIT Implementation Plan, Navy AIT Sustainment Plan, and the applicable portions

of "The Navy Congressional Plan for Inventory Management of In-Transit Items". Ensures project office funding supports these plans. When requested, assists customers in planning and managing AIT/ADC integration efforts.

**Policy Development.** Performs a pivotal role in the development of Navy policies dealing with equipment, data, compliance, conformance and application standards related to AIT/ADC. Participates in AIT/ADC standards groups at the service and national level. Prepares white papers, point papers, and senior level briefings (reviewed by various flag/SES level groups) that promote the deployment of AIT/ADC equipment on existing and new construction platforms. Oversees the development of a Navy quality control program for AIT/ADC. Shares lessons learned and equipment evaluations with Navy customers and recommends corrective action.

**QUALIFICATION REQUIREMENTS:** Applicants must meet the following qualification requirements and all regulatory requirements of the Office of Personnel Management (OPM) Qualifications Standards Operating Manual; one year of specialized experience equivalent to the GS-12. **Specialized experience** is experience that has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to work of the position to be filled.

**TIME IN GRADE:** Applicants must have served 52 weeks as a GS-12 or higher in the Federal Civilian Service.

**SPECIAL REQUIREMENTS:** This position falls under Defense Acquisition Workforce Improvement Act (DAWIA) requirements with Certification requirements to the Level III. If not already certified, the incumbent will be required to receive Level III certification in the Acquisition Logistics career field within 18 months of selection. In addition, eligibility for this position will be based upon a clear showing that the applicant has had experience of the scope and quality sufficient to effectively carry out the assignments of the position. The best qualified candidates will be distinguished from other applicants using the factors listed below as specified in Public Law 101-510, Title XII, Section 1724 and DOD regulation 5000.52M.

**BASIS FOR RATING:** Candidates whose current or previous permanent position is at the same grade level, or a higher grade level than, the announced position (or its target), and who meet the qualification requirements will be referred to the Selecting Official as Non-competitive candidates.

**EVALUATION METHOD:** Resumes will be rated by an automated system (Resumix) that matches the skills extracted from the candidate's resume to the skills identified by the Selecting Official for the position. In addition, basic qualification requirements (i.e., time in grade, education, area of consideration, specialized experience, etc.) must be met to determine the qualified candidates referred to the Selecting Official. Your experience, training and education will be evaluated accordingly based upon the specific requirements of the position to be filled and identified under this announcement. **The Defense Acquisition Workforce Improvement Act (DAWIA) imposes additional requirements on all applicants applying for positions that are designated as Acquisition positions. You should specifically address these requirements in the BODY of your resume in addition to outlining your experience in positions you have held.**

#### **DAWIA REQUIREMENTS:**

Certification to Level III of the Acquisition Logistics Career Field. If not certified to Level III, describe the extent to which the following is met:

(a) *Education:* (Desired) Master's degree in a technical, scientific or managerial field.

(b) *Experience:* Four years of acquisition logistics experience.

(Desired) An additional four years of acquisition logistics experience  
(Desired) Four years of aviation logistics experience

- (c) *Training:* Completion of Level III mandatory courses in the Acquisition Logistics Career Field as specified in DoD 5000.52M and/or completion of an approved equivalent course or an approved training course “fulfillment” for these courses. (List each course completed including the course number, title and date of completion, e.g. LOG 304 Executive Acquisition Logistics Management completion dated 6 May 1994.)

**NOTES: PCS IS AUTHORIZED**

**EVALUATION METHOD:** Resumes will be rated by an automated system (Resumix) that matches the skills extracted from the candidate's resume to the skills identified by the Selecting Official for the position. In addition, basic qualification requirements (i.e., time in grade, education, area of consideration, specialized experience, etc.) must be met to determine the qualified candidates referred to the Selecting Official. Your experience, training and education will be evaluated accordingly based upon the specific requirements of the position to be filled and identified under this announcement.

Candidates whose current or previous permanent position is at the same grade level, or a higher grade level than, the announced position (or its target), and who meet the qualification requirements will be referred to the Selecting Official as Non-competitive candidates.

**HOW TO APPLY:** You must submit a TYPED RESUME and the HRSC Northeast Additional Data Sheet.

To prepare your resume, follow the guidelines provided in the Job Application Information for Civilian Positions (Job Kit). To obtain the Job Kit, you may access our website at [www.donhr.navy.mil](http://www.donhr.navy.mil) or contact your local personnel office. **Faxed resumes will not be accepted.** Failure to submit all information, any required forms and the Additional Data Sheet may result in loss of consideration for this vacancy and could prevent your resume from being placed in our database for future vacancies. Resumes will expire one (1) year from the date of receipt in the HRSC-NE office. Resumes and Application Express Requests (Self-Nomination) must be received no later than the closing date of this announcement.

**TO USE THE NAVY ONLINE RESUME BUILDER (preferred method):** Access our website at [www.donhr.navy.mil](http://www.donhr.navy.mil) click on "TAKE ME TO THE RESUME BUILDER" button located at the bottom of this announcement. Using this method will ensure that your resume is submitted in the proper format.

**TO REUSE YOUR CURRENT RESUME:** Be sure that you have a (Resumix) resume on file with the HRSC-NE. Access our website at [www.donhr.navy.mil](http://www.donhr.navy.mil) Click on "APPLICATION EXPRESS" button located at the bottom of this announcement; **OR** obtain an Application Express form from your local personnel office or the HRSC-NE.

**TO E-MAIL RESUME:** Email to [wantajob@ne.hroc.navy.mil](mailto:wantajob@ne.hroc.navy.mil) . **Do not send the resume as an attachment in your e-mail.** Follow these instructions: (1) Prepare your resume and save as a “.txt” file then cut and paste your resume into the body of the e-mail message. (2) Answer the questions provided on the Additional Data Sheet and include them as the last page of your resume (this will not count toward the 5-page limit). Be sure to identify the announcement number(s) on the first line of your resume (3) Type “RESUME- (your first and last name)” in the subject line of your e-mail. **Only upon request**, send any required supporting documentation to the HRSC-NE.

**TO MAIL RESUME & ADDITIONAL DATA SHEET:** Mail to: HRSC-NE, Customer Focus Division,  
**Attn: RESUMIX**, 111 South Independence Mall East, Philadelphia, PA 19106-2598. **Only upon request**, send any required supporting documentation to the HRSC-NE.

**NOTE:** Resumes and all supporting documentation become the property of the Department of the Navy and will not be returned or copied. All extraneous documents **not specifically requested** will not be used. The filing of job applications is considered to be a personal matter by OPM, not official government business. Use of postage paid official envelopes is a violation of OPM and postal regulations.

**NON-MERIT FACTORS:** Consideration will be given to all candidates without regard to race, color, creed, sex, sexual orientation, age, national origin, religion, marital status, political affiliation, physical disability, or membership or non-membership in employee organizations and shall not be based on any criteria not job related, including favoritism or personal relationship.

Supervisors are responsible for printing and routing/distributing all messages posted to the HR MECH INFO Bulletin Board to all of their employees who do not have access to electronic mail in their workplace. In addition, personnel responsible for posting items to official bulletin boards are responsible for printing a copy of this JOA and posting this JOA to the bulletin board as soon as possible in accordance with Article 32, Section 5 of the Negotiated Agreement with AFGE.

**The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact the Equal Employment Opportunity staff at 215-408-5251 (DSN 243-5251) to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case-by-case basis.**

**The Department of the Navy is an Equal Employment Opportunity Employer**